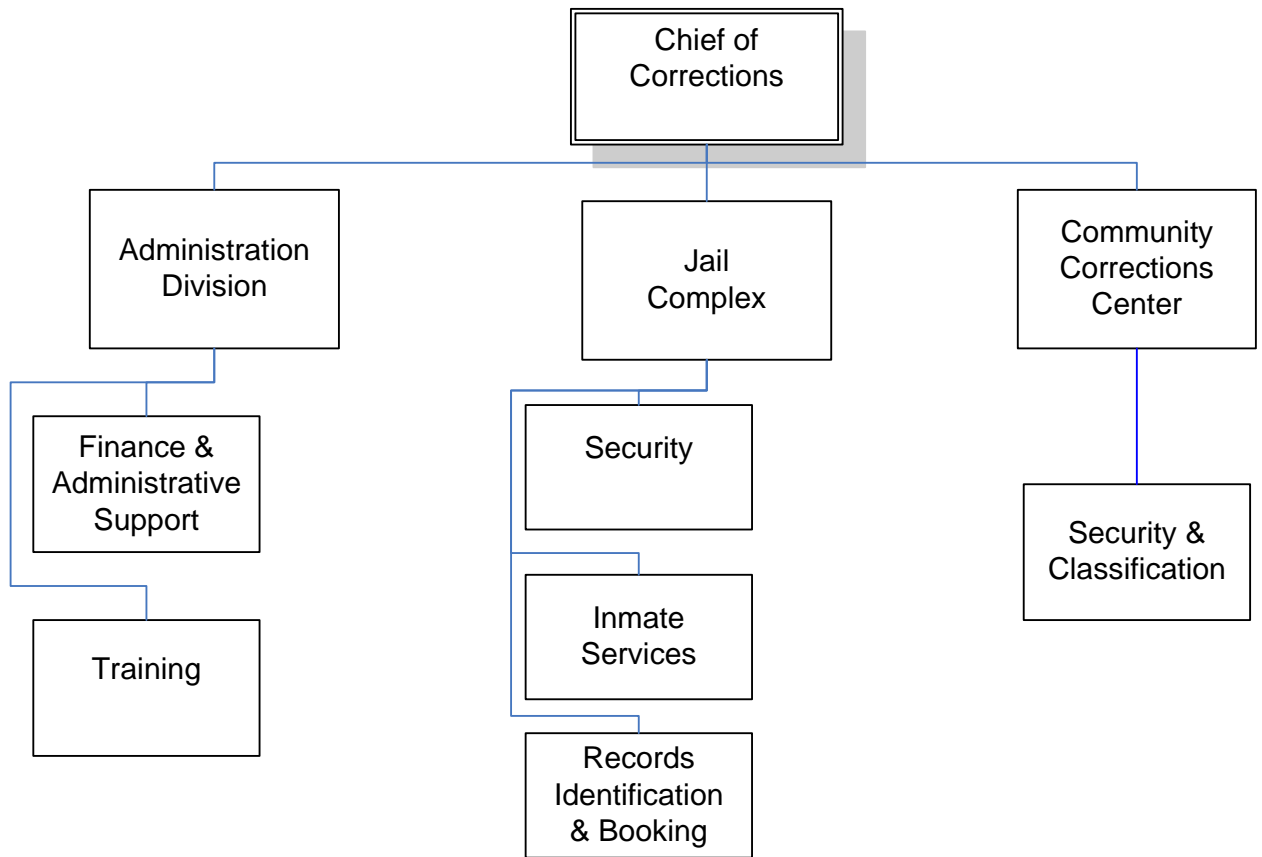




Louisville Metro Corrections Department



METRO CORRECTIONS

Department Mission

Department Vision: The Louisville-Metropolitan Department of Corrections (LMDC) is an innovative leader within the corrections profession, and is an integral component of the criminal justice system. The Louisville-Metro community is a safer place to live and work because LMDC provides services and programs that allow for appropriate management and supervision of offenders.

We recognize Corrections as our chosen career. The employees of LMDC are the cornerstones of this agency. They share a common purpose and a commitment to the highest professional standards and excellence in public service. LMDC is committed to our employees and continually strives to promote professional staff development.

Department Mission: The Louisville-Metropolitan Department of Corrections (LMDC) enhances public safety by controlling and managing offenders in a safe, humane, and cost-efficient manner, consistent with sound correctional principles and constitutional standards.

LMDC is committed to excellence, emphasizing accountability, diversity, integrity and professionalism. We shall assess an offender's needs and provide services that assist the offender in transition and reintegration back into the community.

Programs and Services

Finance & Administration Support: Support operations through budgeting, payroll, purchasing, human resources and accreditation status oversight. Provide effective information management and media relations; and by conducting internal affairs investigations when required.

Training: To ensure all staff have the necessary skills through proper training in management of inmates.

Security: To ensure the safety of the public, officers, civilian employees and inmates by operating a secure and safe facilities.

Inmate Services: Reduce recidivism and ensure compliance with court orders by offering social services and counseling to inmates suffering from emotional or psychological issues and from substance or physical abuse; managing the Home Incarceration Program (HIP); administering a twelve week parenting and personal responsibility program called Turning It Around (TIA); and by monitoring compliance for individuals sentenced to anger management and substance abuse counseling.

Records, Identification & Booking: Secure personal property during incarceration and maintain current, accurate records of all prisoners, past and present through a system of in-processing and out-processing prisoners.

Community Corrections Center: To operate a work release facility ensuring compliance with rules and regulations of court ordered inmate release and treatment programs.

METRO CORRECTIONS

Goals & Indicators

Provide a safe and secure detention facility. Provide alternative detention sanctions for qualified individuals to lessen the direct negative impact on their lives and the community. Provide proper training for Correction staff in the performance of their duties, thus reducing liability and impact of litigation. Provide health care and proper nutrition as mandated by KRS and jail standards. Provide proper treatment as mandated by the courts, KRS and jail standards.

Goal 1: Provide leadership in public safety and ensure model practices in the control, supervision and management of offenders.

Measurement: By adequately supplying medical, food, laundry and maintenance services. The medical contract will expire on June 30, 2004 and a RFP (five year) will be distributed for bid. An exploratory RFP was issued in the fall of 2003 with the lowest bid of \$800,000 above the current contract price.

Goal #2: Promote the Corrections profession and staff development.

Measurement: The Training Division was recently accredited by the American Correctional Association. Sworn and non-sworn staff will receive all annual mandated training within pre-determined guidelines. The development of an internal audit team to prepare for accreditation and monitor all Policies and Procedures throughout the year.

Goal #3: Develop and implement quality programs and services that provide offenders the opportunity for positive change.

Measurement: A new RFP for court ordered substance abuse and/or domestic violence treatment will be bid for continuation with no additional increase. The "Turning It Around" grant will end but we will continue the program that was established prior to the grant being awarded. Other treatment options such as GED, alcohol and drug counseling shall continue with an emphasis on GED in collaboration with the Jefferson County School Adult Education. Sustain the three alternative programs, Home Incarceration Program, Misdemeanant Intensive Probation and Court Monitoring Center at the same numeric levels in order to stem jail overcrowding.

Goal #4: Create and consistently enforce practices to ensure a safe and healthy environment in all our operations.

Measurement: Inmate grievances and assaults will be maintained within acceptable jail standard guidelines.

Metro Corrections**Budget Summary**

	Original Budget 2003-2004	Current Estimated 2003-2004	Mayor's Recommended 2004-2005	Council Approved 2004-2005
General Fund Appropriation	32,559,200	32,559,200	31,566,700	31,566,700
Agency Receipts	2,676,300	2,416,000	2,636,100	2,636,100
Federal Grants	729,400	471,600	60,000	60,000
State Grants	236,000	236,000	236,000	236,000
Total Revenues:	36,200,900	35,682,800	34,498,800	34,498,800
Personal Services	26,597,300	27,640,000	25,686,000	25,686,000
Contractual Services	8,069,100	7,747,200	7,178,000	7,178,000
Supplies	1,429,300	1,556,000	1,455,800	1,455,800
Equipment/Capital Outlay	105,200	105,200	97,500	97,500
Interdepartment Charges	0	50,000	81,500	81,500
Restricted Account	0	78,400	0	0
Total Expenditures:	36,200,900	37,176,800	34,498,800	34,498,800
Expenditures By Activity				
Administration Division	0	0	1,909,000	1,909,000
Jail Complex Division	36,200,900	37,176,800	27,079,600	27,079,600
Community Corrections Center Division	0	0	5,510,200	5,510,200
Total Expenditures:	36,200,900	37,176,800	34,498,800	34,498,800

Administration Division**Budget Summary**

	Original Budget 2003-2004	Current Estimated 2003-2004	Mayor's Recommended 2004-2005	Council Approved 2004-2005
General Fund Appropriation	0	0	1, 909, 000	1, 909, 000
Total Revenues:	0	0	1, 909, 000	1, 909, 000
Personal Services	0	0	1, 745, 300	1, 745, 300
Contractual Services	0	0	74, 000	74, 000
Supplies	0	0	64, 200	64, 200
Equipment/Capital Outlay	0	0	12, 500	12, 500
Interdepartment Charges	0	0	13, 000	13, 000
Total Expenditures:	0	0	1, 909, 000	1, 909, 000
Expenditures By Activity				
Finance and Administration Program	0	0	1, 338, 800	1, 338, 800
Training Program	0	0	570, 200	570, 200
Total Expenditures:	0	0	1, 909, 000	1, 909, 000

Jail Complex Division**Budget Summary**

	Original Budget 2003-2004	Current Estimated 2003-2004	Mayor's Recommended 2004-2005	Council Approved 2004-2005
General Fund Appropriation	32,559,200	32,559,200	24,593,500	24,593,500
Agency Receipts	2,676,300	2,416,000	2,190,100	2,190,100
Federal Grants	729,400	471,600	60,000	60,000
State Grants	236,000	236,000	236,000	236,000
Total Revenues:	36,200,900	35,682,800	27,079,600	27,079,600
Personal Services	26,597,300	27,640,000	19,254,100	19,254,100
Contractual Services	8,069,100	7,747,200	6,492,400	6,492,400
Supplies	1,429,300	1,556,000	1,202,100	1,202,100
Equipment/Capital Outlay	105,200	105,200	84,500	84,500
Interdepartment Charges	0	50,000	46,500	46,500
Restricted Account	0	78,400	0	0
Total Expenditures:	36,200,900	37,176,800	27,079,600	27,079,600
Expenditures By Activity				
Security Program	29,469,800	31,318,100	15,128,600	15,128,600
Inmate Services Program	6,731,100	5,858,700	9,127,000	9,127,000
Records, Identification & Booking Program	0	0	2,824,000	2,824,000
Total Expenditures:	36,200,900	37,176,800	27,079,600	27,079,600

**Community Corrections Center
Division**
Budget Summary

	Original Budget 2003-2004	Current Estimated 2003-2004	Mayor's Recommended 2004-2005	Council Approved 2004-2005
General Fund Appropriation	0	0	5,064,200	5,064,200
Agency Receipts	0	0	446,000	446,000
Total Revenues:	0	0	5,510,200	5,510,200
Personal Services	0	0	4,686,600	4,686,600
Contractual Services	0	0	611,600	611,600
Supplies	0	0	189,500	189,500
Equipment/Capital Outlay	0	0	500	500
Interdepartment Charges	0	0	22,000	22,000
Total Expenditures:	0	0	5,510,200	5,510,200
Expenditures By Activity				
Security/Classification Program	0	0	5,510,200	5,510,200
Total Expenditures:	0	0	5,510,200	5,510,200

Metro Corrections	Position Detail	
	Mayor's Recommended FY2004-2005	Council Approved FY2004-2005
Position Allocation (in Full-Time Equivalents)		
Sworn	486	486
Full-Time	135	135
Permanent Part-Time	0	0
Seasonal/Other	0	0
Total Positions	621	621
PROGRAMS		
<i>Finance & Administration Support</i>		
Sworn	8	8
Full-Time	11	11
Permanent Part-Time	0	0
Seasonal/Other	0	0
Total Positions	19	19
Title		
Adm Correctional Medical Prog	1	1
Asst Director Of Corrections	1	1
Business Administrator	1	1
Chief Of Corrections	1	1
Clerk Typist I	1	1
Correction Officer	2	2
Corrections Lieut Colonel	1	1
Corrections Lieutenant	3	3
Data Systems Analyst	1	1
Executive Secretary	1	1
Information Systems Manager	1	1
Management Specialist	1	1
Office Assistant	1	1
Office Clerk Typist	1	1
Payroll Clerk	1	1
Staff Secretary	1	1
<i>Training</i>		
Sworn	8	8
Full-Time	1	1
Permanent Part-Time	0	0
Seasonal/Other	0	0
Total Positions	9	9
Title		
Correction Officer	5	5
Corrections Captain	1	1
Corrections Sergeant	2	2
Management Assistant	1	1

Security

Sworn	367	367
Full-Time	4	4
Permanent Part-Time	0	0
Seasonal/Other	0	0
Total Positions	371	371

Title		
Correction Officer	308	308
Corrections Captain	4	4
Corrections Lieutenant	11	11
Corrections Major	42	42
Corrections Supervisor	1	1
Corrections Support Technician	3	3

Inmate Services

Sworn	16	16
Full-Time	54	54
Permanent Part-Time	0	0
Seasonal/Other	0	0
Total Positions	70	70

Title		
Clerk Typist li	6	6
Correction Officer	10	10
Corrections Clerk	11	11
Corrections Coordinator	1	1
Corrections Lieutenant	1	1
Corrections Major	1	1
Corrections Sergeant	4	4
Corrections Supervisor	3	3
Human Services Supervisor	1	1
Inmate Grievance Counselor	1	1
Inventory Control Specialist	1	1
Management Assistant	2	2
Prisoner Class Interviewer	25	25
Program Administrator	1	1
Research Assistant	1	1
Senior Social Worker	1	1

Records, Identification & Booking

Sworn	9	9
Full-Time	51	51
Permanent Part-Time	0	0
Seasonal/Other	0	0
Total Positions	60	60
Title		
Correction Officer	5	5
Corrections Coordinator	1	1
Corrections Lieutenant	1	1
Corrections Sergeant	3	3
Corrections Supervisor	3	3
Corrections Technician	7	7
Data Systems Operator	2	2
Fingerprint Id Technician	8	8
Senior Corrections Technician	30	30

Community Corrections Center

Sworn	78	78
Full-Time	14	14
Permanent Part-Time	0	0
Seasonal/Other	0	0
Total Positions	92	92
Title		
Correction Officer	64	64
Corrections Captain	3	3
Corrections Coordinator	1	1
Corrections Lieutenant	4	4
Corrections Major	1	1
Corrections Sergeant	6	6
Corrections Supervisor	1	1
Data Systems Analyst	1	1
Inmate Grievance Counselor	1	1
Inventory Control Specialist	1	1
Management Assistant	1	1
Prisoner Class Interviewer	8	8